

COMMISSIONER OF POLITICAL PRACTICES

MISSION STATEMENT

To monitor and to enforce, in a fair and impartial manner, campaign practices and campaign finance disclosure, lobbying disclosure, business interest disclosure of statewide and state district candidates, elected state officials, and state department directors, ethical standards of conduct for legislators, public officers, and state employees, and to investigate legitimate complaints that arise concerning any of the foregoing.

FY 04 & FY 05 GOALS AND OBJECTIVES (Revised 12/20/04)

GOAL 1: TO PROVIDE TO THE PUBLIC AND TO INTERESTED PARTIES ACCURATE AND TIMELY INFORMATION

OBJECTIVES & STATUS

▪ Update and maintain agency website to provide information about ethics, lobbying, and campaign finance and practices laws and rules	Target: 10/03 COMPLETED Maintenance: <i>On-going</i>
▪ Review and replace revised statements and reports on agency website, providing access to current information for web customers	Target: 10/03 COMPLETED Maintenance: <i>On-going</i>
▪ Review operating budget and establish priorities for fiscal years beginning July, 2003 and July, 2004	Target: 07/03 (for FY 04) COMPLETED Target: 06/04 (for FY 05) COMPLETED
▪ Review procedures for capturing campaign reporting data; develop a plan for timely completion of biennial campaign finance report at the conclusion of the election cycle	Target: 07/03 COMPLETED
▪ Arrange for staff development through the Professional Development Center and staff mentoring program, providing training sessions for each employee and additional sessions as the budget allows	Target: 06/05 <i>On-going as budget allows</i>
▪ Review, update, and maintain an office policy manual to provide continuity and consistency of office procedures	Target: 12/04 COMPLETED
▪ Develop a plan to provide electronic filing of campaign finance reports	Target: 12/04 COMPLETED

GOAL 2: TO ENFORCE THE CODE OF ETHICS FOR PUBLIC OFFICERS, LEGISLATORS, AND PUBLIC EMPLOYEES; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF THE CODE OF ETHICS

OBJECTIVES & STATUS

▪ Review rules in ARM; develop rules that will address changes needed to conform with new legislation passed by 2003 Legislature	Target: 1/04 COMPLETED
▪ Review Forms D-1, E-1, and instructions; revise if necessary	Target: 10/03 (for FY 04) COMPLETED Target: 11/04 (for FY 05) COMPLETED

▪ Develop website information describing the complaint procedure and the hearing and decision processes	Target: 07/03 COMPLETED
▪ Review optional complaint form; revise if necessary	Target: 11/03 COMPLETED
▪ Review Code of Ethics in MCA and develop proposed legislation that will address needed changes	Target: 11/04 COMPLETED

GOAL 3: TO ENFORCE LOBBYING LAWS WHILE PROVIDING PRINCIPALS AND THEIR LOBBYISTS WITH ASSISTANCE THAT WILL FACILITATE THE ACCURATE AND TIMELY FILING OF REQUIRED REPORTS; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF LOBBYING LAWS

OBJECTIVES & STATUS

▪ Review rules in ARM; develop rules that will implement fairly and consistently the reporting requirements in the Lobbying Act	Target: 09/04 COMPLETED
▪ Review L-1, L-2, L-3, L-5, and License Fee Waiver forms and instructions; revise as necessary	Target: 01/04 (for FY 04) COMPLETED Target: 11/04 (for FY 05) COMPLETED
▪ Develop website information describing the complaint procedure and decision processes	Target: 07/03 COMPLETED
▪ Review optional complaint form; revise if necessary	Target: 11/03 COMPLETED
▪ Develop a proposal to facilitate on-line registration of lobbyists and on-line authorization and financial disclosure by principals	Target: 09/04 COMPLETED
▪ Review lobbyists' handbook; revise as necessary	Target: 11/04 COMPLETED
▪ Review the Lobbying Act in MCA and develop proposed legislation that will address needed changes	Target: 11/04 COMPLETED

GOAL 4: TO ENFORCE CAMPAIGN FINANCE AND PRACTICES LAWS, PROVIDING CANDIDATES AND POLITICAL COMMITTEES WITH ASSISTANCE THAT WILL FACILITATE THE ACCURATE AND TIMELY FILING OF REQUIRED REPORTS; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF CAMPAIGN FINANCE AND PRACTICES LAWS

OBJECTIVES & STATUS

▪ Review rules in ARM; develop rules that will address changes needed to conform with new legislation passed by 2003 Legislature	Target: 01/04 COMPLETED
▪ Provide website summary of new contribution limit information	Target: 09/03 COMPLETED

<ul style="list-style-type: none"> Review Forms C-1, C-1-A, C-2, C-3, C-4, C-5, C-6, C-7, C-118, and instructions; revise as necessary 	Target: 11/03 (for FY 04) COMPLETED
<ul style="list-style-type: none"> Develop website information describing the complaint procedure and the decision processes 	Target: 07/03 COMPLETED
<ul style="list-style-type: none"> Review optional complaint form; revise if necessary 	Target: 11/03 COMPLETED
<ul style="list-style-type: none"> Review and revise disclaimer brochure and website disclaimer information 	Target: 09/03 COMPLETED
<ul style="list-style-type: none"> Develop a proposal to facilitate on-line registration and reporting of candidates and political committees 	Target: 09/04 COMPLETED
<ul style="list-style-type: none"> Review instructions and task checklist for election administrators; revise as necessary 	Target: 01/03 (for FY 04) COMPLETED Target: 01/04 (for FY 05) COMPLETED
Review candidate and political committee accounting and reporting manuals; revise as necessary	Target: 11/03 COMPLETED
<ul style="list-style-type: none"> Review candidate and political committee form letters; revise as necessary 	Target: 12/03 COMPLETED
<ul style="list-style-type: none"> Review candidate and political committee summary sheets; revise as necessary 	Target: 12/03 COMPLETED
<ul style="list-style-type: none"> Develop improved communications with political parties; and provide COPP presence at campaign schools as budget allows 	Target: 06/04 COMPLETED
<ul style="list-style-type: none"> Review campaign finance and practices laws and develop proposed legislation that will address needed changes 	Target: 11/04 COMPLETED